



**NASA  
POLICY  
DIRECTIVE**

**Directive:** NPD 4200.1A  
**Effective Date:** April 30, 2001  
**Expiration Date:** April 30, 2006

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**Responsible Office: JG / Logistics Management Office**

**Subject: Equipment Management**

## **1. POLICY**

- a. All items of NASA equipment will be acquired and used only to support NASA mission requirements or institutional operations. Equipment includes all items of NASA personal property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of 2 years or more.
- b. Equipment will be placed under Center inventory control, and the inventory will be reconciled (financial and physical) at least once every 3 years.
- c. Equipment valued at \$100,000 or greater is subject to the financial control, accounting, and reporting requirements of the NASA Financial Management Manual(FMM) 9250. Equipment, valued from \$1,000 to \$99,999, will be controlled but not subject to all the requirements of FMM 9250. NASA Procedures and Guidelines, (NPG) 4200.1E, NASA Equipment Management Manual, Appendix C, lists sensitive equipment items that require Center control. Weapons, and hazardous equipment or devices, including environmentally hazardous equipment or devices, will be controlled regardless of their value. Equipment determined to be pilferable by the Center will be controlled as sensitive equipment. At a minimum, equipment listed in NPG 4200.1E, Appendix C, with a value of \$500 or more will be controlled. Noncontrolled equipment, including those

acquired and used under outsourcing initiatives, will be managed under procedures established by the holding Center.

d. All equipment losses will be investigated promptly. The result of the investigation will be documented and reviewed by the appropriate Center authority and used as the basis for an inventory adjustment, recovery, or other action in accordance with FMM 9250 and NPG 4200.1E.

e. NASA equipment may be loaned to other Government, foreign government, and non-Government organizations, private individuals, corporations, or other entities provided the loan is in the public interest and meets the following criteria: (1) the loan shall be of a definite duration, (2) it will benefit the Federal Government, (3) the borrower acquires no rights to the equipment, (4) the equipment is not modified, and (5) the Center Chief Counsel and other appropriate officials (i.e., Office of External Relations, Office of Legislative Affairs, Office of Policy and Plans) review and concur, and the Center Supply and Equipment Management Officer approves. Loans to profitmaking organizations will conform to the additional conditions cited in NPG 4200.1E. Also, NASA will provide equipment to support the provisions of special programs based on new or revised public law, applicable external regulations, or Federal Government initiatives.

f. NASA equipment may be temporarily loaned to employees for use at home for the conduct of official business only when it is determined to be necessary and essential to the conduct of NASA's mission.

g. The NASA Equipment Management System (NEMS) will be used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA.

h. NASA equipment, including artifacts, heritage assets, aerospace articles, and hardware of historical interest will be identified, reported, transferred, and disposed of in accordance with FMM 9250, NPG 4200.1E, and NPG 4310.1.

## 2. APPLICABILITY

a. This NASA Policy Directive (NPD) is applicable to NASA Headquarters and NASA Centers, including Component Facilities. It applies to all NASA equipment used by NASA personnel.

b. This NPD is applicable to contractors, whether onsite or offsite,

only to the extent specified in their contracts.

### **3. AUTHORITY**

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

### **4. REFERENCE**

- a. 40 U.S.C. 471 et seq., the Federal Property and Administrative Services Act of 1949, as amended.
- b. 41 CFR Chapter 101, Federal Property Management Regulations, 41 CFR Chapter 102, Federal Management Regulation.
- c. 48 CFR Part 45, the Federal Acquisition Regulation (FAR) Part 45, Government Property.
- d. 48 CFR Part 1845, the NASA FAR Supplement Part 1845, Government Property.
- e. NPD 1440.6, NASA Records Management.
- f. NPG 1441.1C, NASA Records Retention Schedules.
- g. NPG 4200.1E, NASA Equipment Management Manual.
- h. NPG 4300.1A, NASA Personal Property Disposal Procedures and Guidelines.
- i. NPG 4310.1, Identification and Disposition of NASA Artifacts.
- j. NASA Financial Management Manual 9250, Property Accounting.

### **5. RESPONSIBILITY**

- a. The Associate Administrator (AA) for Management Systems is responsible for establishing equipment management policies and guidance, and for assessing the effectiveness of implementation.

b. Center Directors and the Associate Administrator for Headquarters Operations are accountable for NASA equipment management at their respective Centers. They are also responsible for ensuring compliance with the equipment management policy set forth herein, and directing management officials at all levels to support the safe use, care, and protection of equipment to prevent personal injury. In addition, they are responsible for the following: (1) Appointing a Supply and Equipment Management Officer for the Center, (2) Appointing a Property Survey Officer and establishing a Center equipment loss review authority (e.g., Property Survey Board), and (3) Reporting equipment losses and other statistical data to NASA Headquarters in accordance with NPG 4200.1E. Any delegation of the responsibilities in this paragraph by the Center Director or by the AA for Headquarters Operations must be in writing.

c. Personal responsibility for Government property is the obligation of each employee using the property, whether or not such property has been specifically issued, assigned, or loaned to the employee. An employee may be held financially liable for the loss, damage, or destruction of Government property when the loss, damage, or destruction is due to the employee's negligence, dishonesty, misconduct, or misuse of such property.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENTS**

- a. Equipment Loss Rate. Equipment items lost or stolen divided by the equipment base expressed as a percentage. Source: NEMS.
- b. Equipment Recovery Rate. Lost equipment items subsequently returned as a function of the year they were reported lost. Source: NEMS.
- c. Report of Personal Property - Controlled Equipment. Source: NEMS.

## **8. CANCELLATION**

NPD 4200.1, Equipment Management effective date June 27, 1997.

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**/s/ Daniel S. Goldin**  
**Administrator**

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## **ATTACHMENT A: (TEXT)**

Excerpt of Equipment Metrics from the Logistics Information Management System (LMIS).

**(URL for Graphic)**

[Excel spreadsheet](#)

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